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3 August 1965

MEMORANDUM FOR: DDTR
DTR

SUBJECT : DDS Staff Meeting, 3 August 1965

1. Briefing of the DCI by Individual Support Offices

Bannerman reported that Personnel (Wattles), Security (Osborne) and Medical (Tietjen) had met with the Director at a joint briefing on their three offices. The briefing centered largely on personnel recruitment and management and welfare. The briefing was also attended by Bannerman and Warfield.

a. Bannerman stated that Commo would be next on the agenda. He hesitated to state where the other offices would fit into the picture but did say that he would like to work in Logistics and Training sometime in the near future. In any case he instructed all Office Heads to be prepared on a moment's notice to present a briefing on their own operation. Using Commo as an example, Bannerman stated that it was important to get over to the DCI right away that this is his communications set-up. I presume the same logic would apply to Training. According to Bannerman, verse yourself with facts, figures and percentages. The DCI is interested in whether you speak by rote or know your business. Sometimes he will push a point and dig in. If you don't know the answer, say so -- tell him you will get the information for him. Don't attempt a snow job.

2. 15-Year Plan

Bannerman asked [] to give a report on the 15-year Plan 25X1A

25X1A

[] reported the following: DDS plans were submitted as scheduled last week, followed later by the DDI and the DDS&T Plans. The former gets down into detail as to what will be needed in the way of support. 25X1A
DDS&T on the other hand is very broad -- quoting [] "as big as outdoors." 25X1A
According to [] an increase in support can be expected on [] 25X1A

25X1A

25X1A

The next step is to determine what is to be included in the substantive plan. The Planning Group will come up with specific instructions for a condensed version of the plan. Once this has been established we can then

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do our own plans to fit the requirements. This phase of the discussion ended on a note from Bannerman to the effect that once the plans of the Directorates have been thoroughly reviewed, he wanted to have a briefing on them given to Support Office Heads as a group. He left in abeyance whether this briefing was to be presented by members of his own staff or by members of other Directorates who have participated in preparing their plans.

25X1A A good deal of discussion ensued. Bannerman, for example, stated that once we get the picture of the kind of requirements that are being levied on the Support Offices, we must then make certain that the Support program ties in with them. He went on to elaborate that maybe the Support structure would have to be altered in order to provide support needed. To which [] added that the DDS&T in its plan states outright that its goals cannot be reached within the present Agency organization and structure. [] went on to illustrate with this example 25X1A -- DDS&T within its 5-year plan envisions reaching Mach 20 -- circumventing the earth in two hours. Bannerman continued by observing that the DDS&T's own internal support organization probably will have to be looked at. Perhaps from the DDS side it will be necessary to develop a support structure for the DDS&T alone. Bannerman expanded that the DDS&T was embarked on a separate line of action completely independent from that of the DDP; that the DDP was not aware at all of what was developing in the DDS&T; moreover, no one in the DDP had the necessary competence for this; that the DDP was brought in only when it was necessary to obtain an approval of a liaison service overseas. Bannerman ended with the observation that the DDS&T is developing a wholly new concept of operations within the Agency.

3. Annual Report to the President's Advisory Board

An instruction on this will be sent out to the offices within the next day or two. Our reply will be due in DDS' office on 30 August.

25X1A 4. []

25X1A [] was brought into the Agency by Adm. Raborn. He will have the title of Public Affairs Officer. A series of briefings have been set up for him. Bannerman urged the Office Heads to stress in particular that part of their activities which might result in any public information action.

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5. Fellowship in Congressional Operations

Bannerman announced that the deadline for submitting nominations to OTR is 20 August. He recommended the program very highly and urged the Office Heads to come up with a candidate, if they have a really good man.

6. Security Duty Officer

Bannerman reported that the DCI in his morning meetings on at least two occasions has referred to the CIA employee who was raped in her Georgetown apartment but which she did not report until after she reported for work the next morning. The DCI wants it clearly established that Security assistance is available to all employees on a 24-hour basis. He wants this information passed down to all ranks. The Security Duty Officer's extension is 6161.

7. State Department Home Leave

Going around the table, Wattles reported on State's new policy with respect to home leave -- employees returning PCS are now given 15 days home leave plus as much annual leave as they desire to take. DDP has recommended that the Agency adopt a similar policy with respect to its own employees [redacted] Wattles stated that he believed it should apply to all Agency employees [redacted], not only those who are members of the DDP. According to [redacted], the DDP recommendation has been presented to the Personnel Advisory Board for action. Bannerman stated that this was a good way to handle the matter.

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